

2004 REQUEST FOR FUNDS (RFF) – 9235

STATE OF UTAH – CDBG PROGRAM
324 SOUTH STATE STREET, SUITE 500
SALT LAKE CITY, UTAH 84111 (801) 538-8861

RFF Request #:

Date of Request:

SECTION I - GRANTEE INFORMATION

1. GRANTEE NAME AND ADDRESS:

2. CONTRACT #

3. CONTRACT AMOUNT \$

4. DATE OF THIS REPORTING PERIOD:

FROM:

TO:

5. ACCOMPLISHMENT NARRATIVE:

SECTION II - EXPENDITURES OF CDBG FUNDS ONLY* PLEASE ROUND TO THE NEAREST DOLLAR*

BUDGET CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ADMINISTRATION	CONTRACT BUDGET	EXPENSES INCURRED THIS REPORTING PERIOD	ALL PRIOR EXPENDITURES	TOTAL EXPENSES	BALANCE AVAILABLE
PERSONNEL SALARIES					
OFFICE SUPPLIES					
TRAVEL					
OTHER (Identify):					
SUBTOTAL					
CONSTRUCTION					
ENGINEER/ARCHITECT					
SUBTOTAL					
OTHER: (Identify)					
PROPERTY ACQUISITION:					
SUBTOTAL					
FINAL TOTALS	\$	\$	\$	\$	\$

SECTION III - GRANTEE TO COMPLETE IN FULL (Item 6 only)

6. THIS REQUEST IS A **REIMBURSEMENT** FOR \$ _____ IN EXPENSES INCURRED. ATTACH COPIES OF INVOICES AND/OR OTHER DOCUMENTATION.

_____ AUTHORIZED SIGNATURE (Project manager or elected official)

(For State Use Only) PROGRAM SPECIALIST:

DATE:

VENDOR #:

(For State Use Only) DIVISION ACCOUNTANT:

DATE:

Hud Project #

Hud Activity#

(For State Use Only) ORG#/APPR.UNIT/RPT CAT:

OBJECT CODE:

DEPARTMENT #:

SECTION I - GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

- 1. Name and official mailing address of Grantee. (include sub-grantee if applicable)**
- 2. CDBG Contract Number: (6 digits)**
- 3. Amount of CDBG Contract ONLY**
- 4. Enter the period of time these expenses cover. (Usually 1 month)**
- 5. Provide a brief narrative description of the project's progress/accomplishments or status since the previous RFF was submitted.**

SECTION II- GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

COLUMN 1: Contract Budget

Enter the figures from the contract budget page, Attachment D. The figures in this column should not be changed without a contract amendment.

COLUMN 2: Expenses incurred this

Indicate the total expenses for each category, during the period being reported.

COLUMN 3: All prior expenditures

Indicate the cumulative amounts spent in each category (Get this information from the most recent RFF).

COLUMN 4: Total Expenses

Add Columns 2 and 3.

COLUMN 5: Balance Available

Subtract Column 4 from Column 1.

SECTION III - GRANTEE TO COMPLETE FRONT SIDE AS INSTRUCTED BELOW

6. ENTER THE AMOUNT OF EXPENSES INCURRED DURING REPORTING PERIOD.

THE TOTAL AMOUNT OF ITEM 6 MUST EQUAL THE FINAL TOTAL OF COLUMN 2, "EXPENSES INCURRED THIS REPORTING PERIOD". ATTACH APPLICABLE DOCUMENTATION. PROJECT MANAGER OR ELECTED OFFICIAL MUST SIGN OFF.